



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Bruce Frack, Chairman
Dale Hassler, Vice Chairman
Larry Oberly
Alfred Pierce
Gary Behler

Brien Kocher, P.E.
B. Lincoln Treadwell, Jr., Esq.
Ilene M. Eckhart, Manager

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 4th, 2016 5:30 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Monday, January 4th, 2016 at 6:00 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. All members present.

Temporary Chairman: Mr. Hassler made a motion to nominate Mr. Frack as temporary Chairman; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes with the exception of Mr. Frack.

The meeting progressed with the following actions:

Chairman: Mr. Pierce nominated Mr. Frack; motion seconded by Mr. Oberly. On the motion, Mr. Frack abstained and the remaining supervisors present voted yes.

At this point, Mr. Frack continued as the Chairman.

Vice-Chairman: Mr. Pierce nominated Mr. Hassler; motion seconded by Mr. Oberly. On the motion, by roll call vote, Mr. Hassler abstained and the remaining supervisors present voted yes.

Secretary-Treasurer: Mr. Pierce nominated Ms. Ilene Eckhart; motion seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Meeting Dates: Mr. Hassler made a motion to hold regular meetings on the second Thursday and the fourth Tuesday of the month at 7:00 P.M.; seconded by Mr. Oberly. On the motion, all supervisors present voted yes.

Wages: Mr. Pierce made a motion to approve the wages as detailed in the final draft of the 2016 budget input assumptions; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Holidays: Mr. Pierce made a motion to approve the list of holidays as present, which includes: New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day following Thanksgiving and Christmas Eve and Christmas Day, seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Summer Help Wages: Mr. Pierce made a motion to pay the prevailing minimum wage for temporary summer help; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Payroll periods: Mr. Pierce made a motion to maintain the weekly payroll period; motion seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Pay date: Mr. Pierce made a motion to maintain each Friday as the pay date; motion seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Check Signatures: Mr. Pierce made a motion to name the signers as: Mr. Hassler, Mr. Oberly, Mr. Frack and Ms. Eckhart and that two of four are required; motion seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Pay invoices for discount: Mr. Oberly made a motion to pay invoices for discount; motion seconded by Mr. Pierce. On the motion, all supervisors present voted yes.

Depositories: Mr. Hassler made a motion that the depositories remain the same; motion seconded by Mr. Pierce. On the motion, all supervisors present voted yes.

- Liquid Fuels – First Northern Bank and Trust
- General Account – First Northern Bank and Trust
- Escrow Account – First Northern Bank and Trust
- Capital Reserve Fund – PLIGIT
- Recreation Account – First Northern Bank and Trust
- Water & Sewer Fund – First Northern Bank and Trust & PNC Bank
- Roadway Improvement Fund - First Northern Bank and Trust

Pension Fund/ Trustee: Mr. Oberly made a motion to retain Morgan Stanley as the defined benefit pension fund depository and trustee; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Actuary/Advisor: Mr. Oberly made a motion to maintain Beyer-Barber as the actuary; motion seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Auditors: Mr. Oberly made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Townships 2015 audit; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bond: Mr. Pierce made a motion to set the treasurer bond at \$300,000 and the faithful performance bond remain at \$100,000 for both the Secretary-Treasurer, Administrative Assistant and Secretary/Accounting Assistant and that separate bonds be provided for each individual in these amounts and forgery/alteration bond in the amount of \$40,000.00; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Tax Collector Bond: Mr. Pierce made a motion to set the tax collector bond at \$50,000; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Mileage reimbursement: Mr. Oberly made a motion to set the rate at 54 cents per mile; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Earned Income Tax Collector: Mr. Pierce made a motion that the Northampton Tax Collection Committee and its appointed Tax Collection Officer (Keystone Collections) remain the designated collector; motion seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Elected tax collector commission: Mr. Behler made a motion to set the elected Tax Collector wage for real estate bills at \$5,000 annually; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Engineer: Mr. Oberly made a motion to retain Brien Kocher, Hanover Engineering Associates, Inc. at the 2016 fee schedule pursuant to Resolution # 2016-01; motion seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Solicitor: Mr. Pierce made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2016 pursuant to Resolution # 2016-02; motion seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Zoning/Code Enforcement Officer: Mr. Oberly made a motion to retain Mr. Michael Edelman as the Zoning Enforcement Officer and Walter Deifenderfer as the Code Enforcement Officer; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Sewage Enforcement Officer: Mr. Hassler made a motion to appoint Hanover Engineering as primary and alternate SEO with the specific officers: Mr. Scott Brown, Schray, Mr. Jeffrey Huff and Mr. Jason Peters and that the Township Manager continue the system of escrow and non-refundable fees for all percolation work and permits pursuant to Resolution #2016-03; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Sanitary Building Sewer and Public Works Lateral: Mr. Hassler made a motion to appoint Anthony Czonstka as the primary inspector and Hanover Engineering Inc as the alternate; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Third Party Inspection Agencies: Mr. Oberly made a motion to authorize Codemasters, Lehigh Valley Inspection, Keycodes, Buera Vertas, and Keller inspection agencies at the published fee schedules for 2016 pursuant to Resolution # 2016-04; motion seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Fire Police: Mr. Pierce made a motion to appoint Mr. Nick Lalik as Fire Chief, Mr. Mark Kocher as 1st Assistant Chief, Mr. Dale Hassler as 2nd Assistant Chief and Fire Marshall, Mr. Gary Krill as Fire Captain, and Ms. Cheryl Daumer as Fire Police Captain for 2016; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes, with the exception of Mr. Hassler who abstained.

Emergency Management Coordinator: Mr. Oberly made a motion to appoint Gary Krill as the Emergency Management Coordinator; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Planning Commission: Mr. Behler made a motion to advertise the Planning Commission meetings for the third Monday of each month; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

First Regional Compost Authority: Mr. Pierce made a motion to appoint Mr. Oberly as the Township representative to FRCA board; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes, with the exception of Mr. Oberly who abstained.

Vacancy board: Mr. Oberly made a motion to appoint Jay Hower as the Vacancy Board member; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Subdivision and zoning fees: Mr. Oberly made a motion to accept the attached fee schedule for subdivision, zoning permits, zoning hearing fees and general fees of the Township pursuant to Resolution #2016-05; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Park Facilities Fee Schedule: Mr. Oberly made a motion to accept the Park and Recreation fee schedule for use of the parks and fields of the Township pursuant to Resolution #2016-06, contingent upon the recommendations of the Open Space Consulting Committee; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Roadmasters: Mr. Pierce made a motion to appoint all supervisors as Road Masters; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors voted yes – each abstained where the motion affected him or herself.

Park Superintendents: Mr. Pierce made a motion to appoint all Supervisors as Park Superintendents; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Planning Commission Members: Mr. Pierce made a motion to appoint Mr. Gary Behler to a four year open term; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes, with the exception of Mr. Behler, who abstained.

Zoning Hearing Board Members: Mr. Hassler made a motion to appoint Mr. Gerald Montanari, Jr.; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

Northampton County TCC Act 32 Delegate: Mr. Oberly made a motion to appoint Mr. Pierce; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Good of the Order:

1. Nazareth COG Delegate: Mr. Hassler made a motion to appoint Mr. Gary Krill as the delegate for the Nazareth COG; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

2. Voting Delegate for PSATS Conference and Authorization to attend: Mr. Oberly made a motion to nominate Mr. Hassler as voting delegate for the County and PSATS Convention and Mr. Behler be the alternate; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

3. Professional Services and Indemnification Agreement – Draft: Mr. Oberly made a motion to accept the Professional Services and Indemnification Agreement (Township Solicitor and Engineer); seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

4. 2016 Budget Amendments: Mr. Behler made a motion to reopen and amend the 2016 Budget; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

5. Deputy Tax Collector: Following some discussion regarding the residency issue, Mr. Oberly made a motion to require the Tax Collector to recommend a Deputy Tax Collector with the same qualifications as the Tax Collector; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

6. Fee Structure for the Willow Ridge Litigation: Mr. Oberly made a motion to retain Mr. John Mahoney and Mr., Robert Tucker as special counsel for the Litigation with the submitted fee schedule; seconded by Mr. Pierce. On the motion by roll call vote, all Supervisors present voted yes.

7. Zoning Hearing Board Solicitor: Mr. Oberly made a motion to recommend Mr. Daniel Spengler, Esquire as the Solicitor for the Zoning Hearing Board; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

Public to be Heard: No comments from the audience.

There being no further business the meeting adjourned.

Respectfully submitted,

Ilene Marie Eckhart
Manager/Secretary-Treasurer
ALLEN TOWNSHIP